



State of Georgia
Governor's Office for Children and Families

"Uniting and empowering communities, so they can unite and empower families"

Fiscal Year 2014 Request for Proposal (RFP)

**DOMESTIC VIOLENCE GRANT
PROGRAM**

RFP Release Date: March 1, 2013

Deadline for Proposal Submission: May 1, 2013

Return by Mail or Overnight Delivery: Governor's Office for Children and Families
55 Park Place NE, Suite 410
Atlanta, Georgia 30303

NO HAND DELIVERIES

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State of Georgia – Governor's Office for Children and Families
Domestic Violence Grant Program

Request for Proposal

1. OVERVIEW

1a. Introduction

The mission of the Governor's Office for Children and Families (GOCF) is to provide grants and technical assistance to communities to build their capacity to help improve outcomes for Georgia's children, youth, and families. GOCF focuses on improving the welfare of children and youth by first seeking to understand the factors that influence their health, education, safety, and growth. The mission of GOCF's Family Violence Division is to empower communities to provide primary, secondary and tertiary services for victims of domestic violence and sexual assault. This mission is accomplished through the administration of federal and state funds, the provision of training and technical assistance, and collaboration with state and local partners in responding to the problem of domestic violence and sexual assault.

1b. Purpose of the Request for Proposal (RFP)

GOCF will accept applications for funding of domestic violence shelter programs. The purpose of the Domestic Violence Program per O.C.G.A. 19-13-22 is to provide intervention services, awareness, and education to Georgia's citizens on domestic violence prevention strategies that will change the attitudes of communities. Core intervention services include the following listed below.

- Safe, confidential shelter staffed 24 hours a day, 7 days a week
- 24-hour crisis line answered by staff
- Service planning/case management
- Safety planning
- Structured children's activities
- Individual and group counseling, peer support groups and referral to such services
- Legal advocacy
- Medical advocacy
- Social service advocacy
- Financial advocacy/means of support
- Household establishment services
- Transportation
- Follow up

- TANF assessments
- Parenting support/education
- Non-residential support services
- Community outreach and awareness

1c. Award Eligibility

An eligible applicant must meet **all** of the following criteria:

- Be 501(c)(3) non-profit organization or a public government entity
- Serve as the fiscal agent for the grant and the point of contact to GOCF;
- Be responsible, liable, and oversee financial, program and post-award reporting requirements.

1d. Grant Award Agreement

Grant Award Amount: Applicants are applying for year one funding only through this RFP. Applicants are eligible to apply for a maximum amount for this grant year, based on the number of counties that will be served.

Grant Award Period: The grant award period covers **July 1, 2013 through June 30, 2014**. The funding source is the Georgia State Appropriations and the Family Violence Prevention and Services Grant Program. If the funds appropriated are reduced or eliminated by the Georgia State Legislature or the Administration for Children and Families, GOCF may immediately terminate or reduce the grant award by written notice to the grantee. Termination or reduction will not apply to allowable costs already incurred by the grantee to the extent that funds are available for payment of such costs.

Continuation Funding: A continuation proposal is required annually. An initial grant does not guarantee continued funding. The annual submission allows grantees to improve or modify outcomes or activities, as well as assess the performance of the previous year.

Continuation grants are awarded to applicants that demonstrate the following:

- Professional management of grant funds and compliance with administrative requirements;
- Accurate and prompt submission of required program and financial data and reports;
- Positive performance history with completion of program deliverables and objectives; and
- Maintenance of compliance with the state certification standards.

Following this grant award period, applicants may reapply for additional years of funding. If awarded, each additional year will follow a separate proposal and grant award agreement period. Please keep in mind that continuation funding is contingent on several factors including organizational capacity, performance history, contractual compliance, and availability of funds.

Modification of Funds: GOCF reserves the right to make changes to the application budget at the time of the grant award and will communicate any changes to the applicant. GOCF may negotiate all or part of any proposed budget after award of the grant award agreement due to funding or program requirements provisions.

1e. Reporting Requirements

GOCF requires that sub-grantees comply with and fully participate in the financial, program, and evaluation reporting for this grant program.

Finance

1. **Performance Payment Request Report:** Grantees must submit a performance payment request report on a quarterly basis. Reports are due at the close of each quarter. Payments will not be processed until programmatic reports have been approved.
2. Grantees are required to maintain expenditure documentation such as timesheets, equipment purchases, travel logs, supply purchases, inventory records, and consultant contracts. This documentation may be requested at any time.
3. Grantees must attend any scheduled grant management workshop (if required) prior to the release of grant funds.

Evaluation

GOCF requires that grantees comply with and fully participate in the main components of evaluation and reporting:

1. **Alice Database:** No later than 30 days after the end of each quarter, the grantee will ensure that program data are reported through the Alice database. The grantee will be responsible and liable for reviewing all data entered into the database for completeness, accuracy, and compliance with GOCF reporting requirements which includes programmatic and financial reporting.
2. **Surveys for Service Outcomes:** Surveys that indicate victims have strategies to enhance safety and increased knowledge of community resources.
3. **Certification:** The organization will comply with annual site visits to ensure that certification standards are met and that Performance Improvement Plans are completed if required by GOCF.

Grantees will be responsible for meeting all performance requirements and submitting financial reports in a timely manner.

2. PROGRAM DESIGN

2a. Program Purpose

The purpose of the Domestic Violence Grant Program is to provide core intervention services to victims of domestic violence and their children, as well as provide awareness and education to Georgia's citizens on strategies for prevention and response. GOCF asks that applicants fully describe how their program will provide these core intervention services along with the awareness and education activities.

2b. Program Requirements

Religion

Grantee programs may not promote, discuss, or teach religion. Program activities and services are required to be accessible to any interested participant, regardless of religious affiliation.

Federal Criminal Background Checks

All Grantees must conduct criminal background checks on all direct service shelter and outreach personnel who have contact with victims of domestic violence and their children. Grantees must use Cogent Systems, Georgia Applicant Processing Services, to conduct a background check on all direct service shelter and outreach personnel once every three years.

Internet Security Policy

GOCF requires all sub-grantees to establish and enforce an Internet Security Policy when minor participants and/or staff have access (supervised or unsupervised) to the Internet. This includes any technology provided by GOCF funding and technology utilized by participants during a GOCF funded program component.

Other

Applicants must comply with all forms, assurances, and certifications attached to this RFP.

2c. Program Period

The initial grant award period is July 1, 2013 – June 30, 2014.

2d. Target Population

The target population for this project is victims of domestic violence and their children.

2e. Performance Deliverables: State and FVPSA

State Performance Deliverables

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON THE FOLLOWING DATES
FIRST PERIOD	<u>First Reporting Period:</u> <ul style="list-style-type: none"> Fully executed grant award agreement and attachments Submission of Performance Report and Request by due date 	Upon execution of grant agreement
SECOND PERIOD	<u>07/01/13-9/30/13 Reporting Period:</u> <ul style="list-style-type: none"> Submission of program data through ALICE Submission of Community Awareness and Outreach Narrative Report 65% of clients report enhanced safety and knowledge of community resources Submission of Performance Report and Request by due date Completion of Performance Improvement Plan if prescribed by GOCF Attendance at all required quarterly meetings and trainings 	10/1/13
THIRD PERIOD	<u>10/01/13-12/31/13 Reporting Period:</u> <ul style="list-style-type: none"> Submission of program data through ALICE Submission of Community Awareness and Outreach Narrative Report 65% of clients report enhanced safety and knowledge of community resources Submission of Performance Report and Request by due date 	1/1/14

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON THE FOLLOWING DATES
	<ul style="list-style-type: none"> • Completion of Performance Improvement Plan if prescribed by GOCF • Attendance at all required quarterly meetings and trainings 	
FOURTH PERIOD	<u>01/01/14-03/31/14 Reporting Period:</u> <ul style="list-style-type: none"> • Submission of program data through ALICE • Submission of Community Awareness and Outreach Narrative Report • 65% of clients report enhanced safety and knowledge of community resources • Submission of Performance Report and Request by due date • Completion of Performance Improvement Plan if prescribed by GOCF • Attendance at all required quarterly meetings and trainings 	4/1/14
FIFTH PERIOD	<u>04/01/14-06/30/14 Reporting Period:</u> <ul style="list-style-type: none"> • Submission of program data through ALICE • Submission of Community Awareness and Outreach Narrative Report • An average for the year of 80% of clients who report enhanced safety and knowledge of community resources • An average shelter capacity of 60% for FY14 • Submission of Performance Report and Request by due date • Completion of Performance Improvement Plan if prescribed by GOCF • Attendance at all required quarterly meetings and trainings 	7/1/14

All performance deliverables are due on the day following the close of the period; a 30 day period, from the due date, will be given for grantees to comply with providing required materials before a penalty is applied. Penalties will be applied for any deliverables submitted after the 30-day time frame.

FVPSA Performance Deliverables

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON THE FOLLOWING DATES
FIRST PERIOD	<u>First Reporting Period:</u> <ul style="list-style-type: none"> Fully executed grant award agreement and attachments Submission of Performance Report and Request by due date 	Upon execution of grant agreement
SECOND PERIOD	<u>07/01/13-9/30/13 Reporting Period:</u> <ul style="list-style-type: none"> Submission of program data through ALICE Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas: <ul style="list-style-type: none"> Increase of entry points for underserved populations to access services; Teen dating violence; Children exposed to violence; and Access to mental health and substance abuse services Submission of Performance Report and Request by due date 	10/1/13
THIRD PERIOD	<u>10/01/13-12/31/13 Reporting Period:</u> <ul style="list-style-type: none"> Submission of program data through ALICE Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas: <ul style="list-style-type: none"> Increase of entry points for underserved populations to access services; Teen dating violence; Children exposed to violence; and Access to mental health and substance abuse services <p>Submission of Performance Report and Request by due date</p>	1/1/14
FOURTH PERIOD	<u>01/01/14-03/31/14 Reporting Period:</u> <ul style="list-style-type: none"> Submission of program data through ALICE Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas: <ul style="list-style-type: none"> Increase of entry points for underserved populations to access services; Teen dating violence; Children exposed to violence; and Access to mental health and substance abuse 	4/1/14

REPORTING PERIOD	PERFORMANCE REQUIREMENTS	DUE ON THE FOLLOWING DATES
	<p>services</p> <ul style="list-style-type: none"> • Submission of Performance Report and Request by due date 	
FIFTH PERIOD	<p>04/01/14-06/30/14 Reporting Period:</p> <ul style="list-style-type: none"> • Submission of program data through ALICE • Submission of Narrative Report which identifies how FVPSA funds were used to address one or more the following priority areas: <ul style="list-style-type: none"> ○ Increase of entry points for underserved populations to access services; ○ Teen dating violence; ○ Children exposed to violence; and ○ Access to mental health and substance abuse services <p>Submission of Performance Report and Request by due date</p>	7/1/14

3. PROPOSAL SUBMISSION INSTRUCTIONS

3a. Number of Copies

One (1) original application must be submitted at the time of initial submission to include: application narrative, application budget request in Excel format, application attachments with all signature pages **signed in blue ink**, **three (3) additional copies**, and **one (1) electronic copy**. *All* of the aforementioned proposal documents are also required to be submitted on a CD or flash drive, which will serve as the electronic submission. Assemble the original printed application with a binder clip. The application must follow the outline as described on **pages 18 and 19** of this RFP, beginning with the application face sheet (Attachment A-1). The proposal package must be completed and submitted in accordance with RFP sections 3b. and 3c. ***or the proposal will be disqualified.***

3b. Submission Date

Applications must be postmarked by **May 1, 2013** and must include the original signature of the executive officer of the fiscal agent/applicant ***in blue ink*** on the application face sheet. Applications postmarked after that date will be classified as late and will **not** be considered for funding. **Applications must be sent through certified mail or overnight delivery. GOCF will**

not accept office-metered postmarks, faxed, hand-delivered, or e-mailed applications. The mailing address for applications is below:

Governor's Office for Children and Families
55 Park Place NE, Suite 410
Atlanta, Georgia 30303-2529

3c. Disqualification Factors

Any application received after the **May 1, 2013** deadline will be regarded as late and will not be considered for funding. It is the responsibility of the applicant to ensure the proposal is received by the specified deadline.

Additionally, GOCF will not consider funding any applicant that fails to comply with all application requirements. Disqualification factors include any of the following:

- Failure to include application narrative, application budget, and application attachments;
- Failure to provide appropriate number of copies and format requested;
- Failure to provide all of the required documents in an electronic format;
- Applicant is not a 501(c)(3) non-profit organization or public government entity;
- Submission fails to include an original signature of the applicant's executive officer on the application face sheet in blue ink;
- Application lacks original signatures where appropriate; or
- Applicant does not meet or address guidelines for domestic violence intervention and prevention activities required for this funding.

3d. Questions

GOCF asks that applicants direct all questions to Dahlia Bell Brown, Family Violence Division Administrator. Applicants may reach Ms. Brown by email at Dahlia.Bell@children.ga.gov or by phone at (404) 656-5164. Although questions will be permitted until **April 26th**, they will be answered subject to staff availability. As such, applicants are strongly encouraged to pose all questions as early as possible in the RFP process. ***A teleconference for application review and technical assistance took place on March 5, 2013. A transcript of the teleconference, along with a compilation of the frequently asked questions and answers, has been posted on the GOCF website.***

4. PROPOSAL NARRATIVE

The following information provides a description of necessary components to be contained in the narrative portion of your proposal. Limit the narrative to twelve (12) pages maximum and use the outline format described in this section. The narrative section should also be double-spaced and written in 12-point Times New Roman font. The narrative is a detailed

statement of the work to be undertaken and answers who, what, when, where, why, and how statements about the grant proposal.

4a. Statement of Need/Proposal Summary (1 page)

Provide a clear and concise statement of need, including the following:

1. A description of the applicant agency;
2. A description of the problem to be addressed in the service area and how the problem relates to the mission of the applicant agency;
3. A brief overview of the Target Population to be served;
4. A brief description of the program activities for which the applicant is requesting GOCF funds

4b. Description of Service Area (2 pages)

1. Provide a brief description of the county or counties that the applicant is proposing to serve.
2. Describe the applicant's experience with providing domestic violence services in the proposed service area. Include the number of victims that have been served and the core services that are being provided.
3. Describe the applicant's collaboration with community partners and/or participation on a domestic violence task force within the proposed service area. If the applicant is proposing to serve more than one county, please provide this information for each county.
4. Describe any underserved populations that are located in the proposed service area and how the applicant is currently serving them.

4c. Target Population (½ page)

Provide a detailed description of the clearly defined target population to be served by the applicant during the grant period. Please also provide an estimate of how many individuals will be served during the grant period with GOCF funding.

4d. Methods and Procedures (6 pages)

Service Delivery

Describe program services provided with GOCF funding to achieve desired goals and objectives. Program services should include intervention, prevention, and awareness activities conducted in the proposed service area.

1. Provide a detailed description of the crisis call process.

2. Provide a detailed description of the intake/system entry process for both residential and non-residential clients.
3. Provide a detailed description of how the following core services and supports are provided to the target population using GOCF grant funds:
 - a. Safe, confidential shelter;
 - b. Case management/service planning;
 - c. Safety planning;
 - d. Children's advocacy;
 - e. Individual and group counseling and support;
 - f. Legal advocacy;
 - g. Social service advocacy (including medical and financial advocacy);
 - h. Transportation access;
 - i. Parenting support and education; and
 - j. Follow-up
4. Provide a description of the community outreach and awareness activities that have and will be conducted by the applicant in the proposed service area.
5. Briefly describe other services that are offered or provided by the applicant agency through other funding streams to demonstrate comprehensive services.

Staffing

6. Describe the primary roles and responsibilities for each position for which the applicant is requesting GOCF funds.
7. Identify who will serve as the point of contact with GOCF during the grant period.

4e. Data Collection and Evaluation (1 page)

1. Describe how the applicant will meet the program deliverables (Reference pages 5-6).
2. Describe how the applicant regularly measures and tracks both quantitative and qualitative outcomes for the program.
3. Describe the data collection methods for the program.

4f. Sustainability (1 ½ pages)

1. Provide a description of the applicant's financial sustainability plan.
2. Provide a description of the applicant's ability to maintain adequate cash flow for the program (for a minimum of 45 days) during the entire funding period.

3. List the current funding sources and funding amounts for the organization.
4. List the potential state, federal, and or/private funding streams that have been identified for additional program support.

5. FISCAL RESPONSIBILITY AND PROPOSAL BUDGET SUMMARY WORKBOOK

All applicant agencies receiving GOCF funds should have an annual agency budget that derives at least 25% of its income from other federal, state, local or private funds, exclusive of GOCF awards. The applicant agency must provide an adequate accounting system (see Accounting System/Internal Control Questionnaire) described in Forms, Assurances, and Certifications, and should meet the following criteria as outlined below:

1. Accounting records provide information needed to identify each grant awarded (State, Federal, Local Government, and Private) to applicant by identifying the receipt of funds for each grant and the expenditure of funds for each grant award;
2. Entries in accounting records refer to subsidiary records and/or documentation which support the entry and can be readily located;
3. The accounting system provides accurate and current financial reporting information; and
4. The accounting system integrates with an adequate system of internal controls to safeguard the funds and assets covered, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed management policies.

Proposal Budget Summary Workbook: Complete the Budget Summary workbook (Attachment A-6). The Excel workbook contains a budget summary for the applicant. The budget summary must provide computation of requested funds and justification of costs in relation to activities. A detailed budget narrative should be submitted for clarity of expenses requested in the different budget categories. Applicants must provide details on each cost item in the budget. For example, applicants may not just include a cost item for "Speaker Contracts," the applicant must describe what the purpose is, who the speaker is, what event is happening, and a justification of including this cost and value-add to the grant. Grantees are responsible for obtaining and executing necessary agreements with partners or contractors providing services under this agreement. Documentation and copies of agreements can be requested by GOCF at any time during the contract period. Budgets should be submitted within the application as well as electronically by CD or flash drive. The table below lists the amount of funding eligibility for each shelter.

Client Assistance: Additionally, budgets will be reviewed for the percentage of the total program budget that is allocated towards client assistance. Client assistance is defined as

specific, financial assistance provided on behalf of clients on an individualized and targeted basis. GOCF is looking for a target client assistance allocation level of at least 10% of the program's total budget (which includes the GOCF requested funding and other funding). Client assistance can be identified through cash and/or in-kind resources. Please note that points may be deducted from the application's score is the client assistance level is significantly less than 10% of the program's total budget.

Grant #	SFY14 Domestic Violence Totals	GRANT BY FUND SOURCE		
DV14-	Grantee	STATE	FVPSA	TOTAL
001	Assoc. On Battered Women	\$ 269,471.00	\$ 35,100.00	\$ 304,571.00
002	Battered Women's Shelter	\$ 298,110.00	\$ 35,100.00	\$ 333,210.00
003	Camden Community	\$ 166,126.00	\$ 35,100.00	\$ 201,226.00
004	Carroll County Shelter	\$ 319,966.00	\$ 35,100.00	\$ 355,066.00
005	Cherokee Family Violence	\$ 242,448.00	\$ 35,100.00	\$ 277,548.00
006	Christian League	\$ 157,379.00	\$ 35,100.00	\$ 192,479.00
007	Circle of Love	\$ 220,213.00	\$ 35,100.00	\$ 255,313.00
008	Citizens Against Violence	\$ 256,121.00	\$ 35,100.00	\$ 291,221.00
009	Columbus Alliance	\$ 268,117.00	\$ 35,100.00	\$ 303,217.00
010	Crisis Line & Safe House	\$ 269,153.00	\$ 35,100.00	\$ 304,253.00
011	FAITH	\$ 161,004.00	\$ 35,100.00	\$ 196,104.00
012	Family Crisis Center of Walker..	\$ 218,419.00	\$ 35,100.00	\$ 253,519.00
013	Fayette County Council	\$ 194,509.00	\$ 35,100.00	\$ 229,609.00
014	Flint Circuit Council	\$ 254,942.00	\$ 35,100.00	\$ 290,042.00
015	Forsyth County Family Haven	\$ 195,403.00	\$ 35,100.00	\$ 230,503.00
016	GA Mountain Women's Center	\$ 229,353.00	\$ 35,100.00	\$ 264,453.00
017	Gateway House	\$ 213,863.00	\$ 35,100.00	\$ 248,963.00
018	Glynn Community Crisis	\$ 200,696.00	\$ 35,100.00	\$ 235,796.00
019	Halcyon Home	\$ 226,000.00	\$ 35,100.00	\$ 261,100.00
020	Harmony House	\$ 146,190.00	\$ 35,100.00	\$ 181,290.00
021	Hospitality House	\$ 262,088.00	\$ 35,100.00	\$ 297,188.00
022	International Women's House	\$ 302,920.00	\$ 35,100.00	\$ 338,020.00
023	Liberty House	\$ 322,637.00	\$ 35,100.00	\$ 357,737.00
024	NE GA Council on Domestic Violence	\$ 182,627.00	\$ 35,100.00	\$ 217,727.00
025	NOA's Ark	\$ 213,244.00	\$ 35,100.00	\$ 248,344.00

026	North Georgia Mountain Crisis	\$ 184,606.00	\$ 35,100.00	\$ 219,706.00
027	NW GA Family Crisis	\$ 277,426.00	\$ 35,100.00	\$ 312,526.00
028	PADA-Atlanta	\$ 429,672.00	\$ 35,100.00	\$ 464,772.00
029	PADV-Lawrenceville	\$ 275,507.00	\$ 35,100.00	\$ 310,607.00
030	Peace Place	\$ 203,154.00	\$ 35,100.00	\$ 238,254.00
031	Polk County Women's Shelter	\$ 174,476.00	\$ 35,100.00	\$ 209,576.00
032	Project ReNewal	\$ 245,974.00	\$ 35,100.00	\$ 281,074.00
033	Project Safe	\$ 249,403.00	\$ 35,100.00	\$ 284,503.00
034	S.H.A.R.E House	\$ 245,258.00	\$ 35,100.00	\$ 280,358.00
035	Safe Homes of Augusta	\$ 341,112.00	\$ 35,100.00	\$ 376,212.00
036	Savannah Area Family	\$ 281,269.00	\$ 35,100.00	\$ 316,369.00
037	Support in Abusive Family	\$ 208,867.00	\$ 35,100.00	\$ 243,967.00
038	The Refuge	\$ 210,231.00	\$ 35,100.00	\$ 245,331.00
039	The Salvation Army SafeHouse	\$ 208,095.00	\$ 35,100.00	\$ 243,195.00
040	Tifton Judicial Circuit	\$ 213,458.00	\$ 35,100.00	\$ 248,558.00
041	Tri-County Protective	\$ 207,590.00	\$ 35,100.00	\$ 242,690.00
042	Waycross Area for Abused Persons	\$ 253,274.00	\$ 35,100.00	\$ 288,374.00
043	Wayne County Protective	\$ 193,267.00	\$ 35,100.00	\$ 228,367.00
044	WINGS DV	\$ 214,165.00	\$ 35,100.00	\$ 249,265.00
045	Women Moving On	\$ 299,590.00	\$ 35,100.00	\$ 334,690.00
046	YWCA of NW GA	\$ 291,049.00	\$ 35,100.00	\$ 326,149.00

6. APPLICATION ATTACHMENTS: APPLICATION FORMS, ASSURANCES, CERTIFICATIONS, AND FINANCIAL STATEMENTS

The applicant is required to comply with the following as described in the RFP attachments.

- A-1 **Application Face Sheet:** Signed by executive officer of the applicant agency and fiscal agent, if different from applicant.
- A-2 **Forms, Assurances, and Certifications:** To certify intent to comply with all of the following, the chief executive officer of the applying agency must review, complete, sign, and submit all of the following forms:
 1. Questionnaire Accounting and Financial Capability Information
 2. Non-Supplanting Certification

3. Service Delivery Strategy Act Compliance Certification
4. Immigration and Security Form
5. Child Abuse Reporting, Background Investigation by NCIC (Cogent), Internet Security Policy Requirements
6. Assurances Form
7. Certifications Regarding Lobbying; Debarment Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

A-3 ***Applicant's Financial Statements:*** The applicant must maintain compliance and eligibility to receive state funds by complying with audit of OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Institution" and requirements of O.C.G.A. 36-18-7.

Reference: <https://www.audits.state.ga.us/nalgad/rlocgovt.html>;

Reference: https://www.audits.state.ga.us/nalgad/Audit_law_OCGA_36-81-7_effective_2004.pdf

Please submit one of the following:

Local Unit of Government Applicant

Local Units of Government must attach to the application an audit from the most recently concluded fiscal year in accordance with OMB Circular A-133.

Non-Profit Applicant

Non-profit applicants must attach to the grant application; its financial statements from most recently concluded fiscal year:

- Audit from most recently concluded fiscal year in accordance with OMB Circular A-133 and OCGA 36-81-7,
- Or if the non-profit applicant is not required to have an audit, attach to the application the following: 1) **balance sheet** from the most recently concluded fiscal year showing assets and liabilities, and 2) **statement of financial activity** from the most recently concluded fiscal year showing revenue and expenditures.

A-4 ***Letter of 501(c)(3) Designation:*** Letter from Internal Revenue Service designating applicant as 501(c)(3) non-profit organization.

A-5 ***Legal Agreement with Fiscal Agent (if different from applicant):*** Legally binding memorandum of understanding between the applicant agency and its fiscal agency specifying the relationship between the parties, as well as work flow and responsibilities between the parties.

A-6 ***Budget Summary Workbook:*** Submit in Excel format in both hard copy and electronic form (CD or flash drive). Within the budget:

- Designate funding for travel to attend quarterly meetings and at least 4 trainings.
- Dedicate funding for client assistance unless otherwise noted by additional funding streams.

7. FEDERAL FUNDING ACCOUNTABILITY AND TRANSPARENCY ACT

The Transparency Act requires information disclosure concerning entities receiving federal financial assistance through federal awards such as federal contracts, sub-contracts, grants, and sub-grants (Reference 31 U.S.C. 6101).

Successful applicants will be required to provide total compensation of the five highest compensated officers of the sub-grantee if the sub-grantee in the preceding fiscal year received 80 percent or more of its annual gross revenue in federal awards and \$25,000,000 or more in annual gross revenue from federal awards. Successful applicants will also need to provide the following information in order to comply with the "Federal Funding Accountability and Transparency Act."

- Contractor's DUNS number
- Month of fiscal year end
- Congressional district #

8. SELECTION PROCESS

GOCF will review all proposals received before the declared deadline to ensure all necessary worksheets and documentation are completed and included in submitted proposals. The proposal review committee will not review incomplete applications and GOCF will not permit applicants to add information to their application after submission, unless a clarification or additional information is requested.

9. POST-AWARD REQUIRED ACTIVITIES

9a. GOCF Grant Management Workshop

If an applicant is awarded a grant, grantee may be required to attend a GOCF grant management workshop.

9b. Site Visits

GOCF staff will conduct a site visit to each grantee during the grant period. Additional visits may be conducted, but each grantee will have at least one visit from GOCF staff during the grant year. Site visits will be scheduled with the grantee in advance. Site visits will be conducted to monitor the program for implementation, adherence to certification standards, and to view program documentation.

9c. Additional Training, Technical Assistance, and Events

GOCF will offer a number of non-mandatory, post-award training and technical assistance opportunities and special events. Grantees will be informed of events via e-mail, and the events will be posted on the GOCF website. GOCF staff also will give ongoing, individual technical assistance and other support activities to sub-grantees as needed or requested throughout the year.

Application Submission Instructions

Disqualification Factors:

- Failure to include application narrative, application budget, and application attachments;
- Failure to provide appropriate number of copies and format requested;
- Failure to provide all of the required documents in an electronic format;
- Applicant is not a 501(c)(3) non-profit organization or public government entity (in existence for at least 4 years);
- Submission fails to include an original signature of the applicant's executive officer on the application face sheet **in blue ink**;
- Application lacks original signatures where appropriate; or
- Applicant does not meet or address guidelines for domestic violence intervention and prevention activities required for this funding.

Format:

- Number of every page submitted as part of your application
- Use type that is 12-point size, Times New Roman font and one inch margins
- The application narrative should be **double-spaced** and typed on white paper that is 8 ½ x 11 inches
- Include a footer identifying the applying agency
- Adhere to page limits (12 pages maximum)
- Applications should not be stapled or bound; use binder clips

Application Order:

Use the table below to ensure that all requested information is included in your application in the correct order.

Required Application Order	Maximum Page Limit	Applicant Checklist (Y/N)
Application Face Sheet (Attachment A-1)	N/A	
Application Narrative:	12	
A. Statement of Need/Proposal Summary	1	
B. Description of Service Area	2	
C. Target Population	½	
D. Methods and Procedures	6	
E. Data Collection and Evaluation	1	
F. Sustainability	1 ½	

Required Application Order	Maximum Page Limit	Applicant Checklist (Y/N)
Application attachments in the order listed below: A-2 Forms, Assurances, and Certifications A-3 Applicant's Financial Statements A-4 Letter of 501(c)(3) Designation for Non-profit Applicant A-5 Legal Agreement with Fiscal Agent (if applicable) A-6 Budget Summary Workbook A-7 Appendix	N/A	